



How to Reflect the Payor's or Representative's Information on the BIR Forms

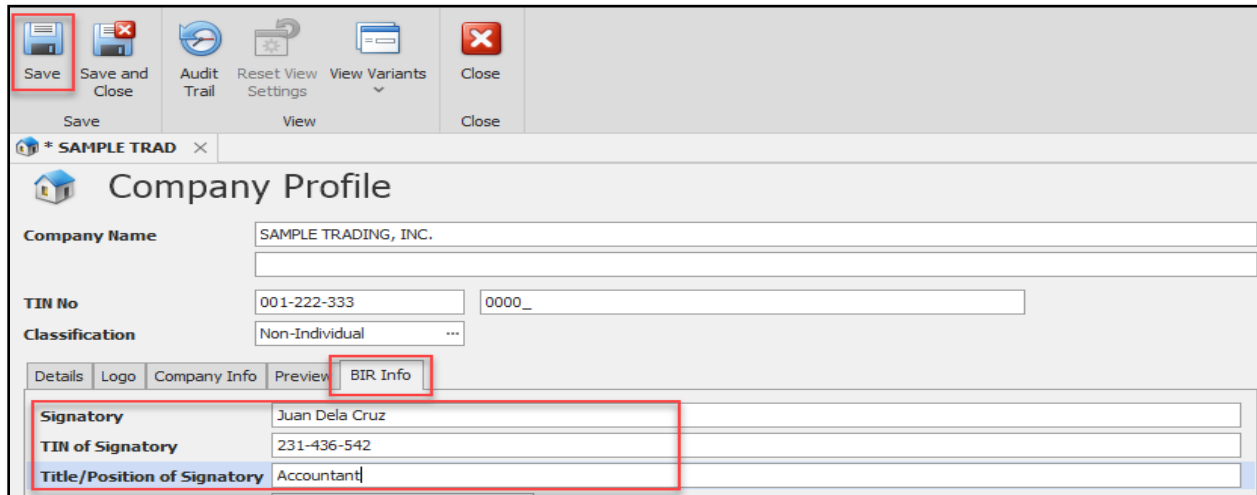
Overview:

Printing of BIR Forms with the Payor's/Representative's information and signature is now easier in the system. This lessens the work in terms of manual writing this information on the BIR Forms.

Step 1: Go to **File > Company Profile**.



Step 2: In the Company Profile, click the **BIR Info** tab and enter the information of the Payor or Representative. Click **Save**.

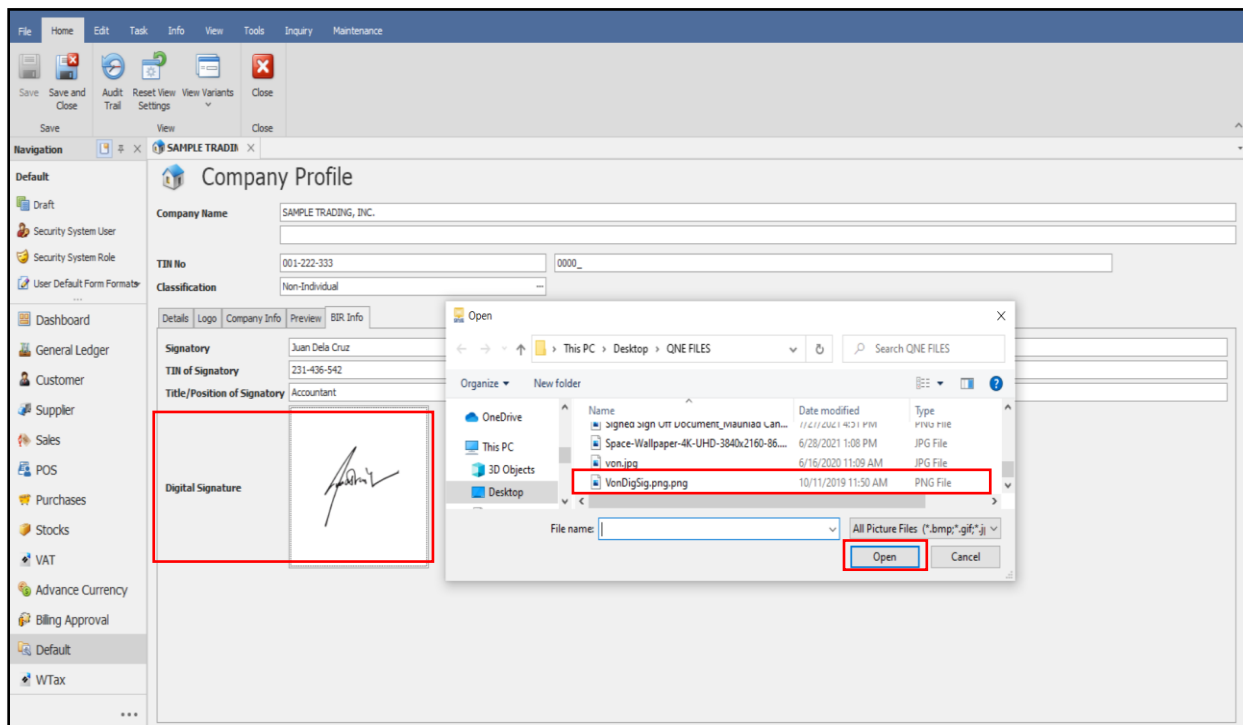


The screenshot shows the 'Company Profile' window with the 'BIR Info' tab selected. The 'Save' button in the top toolbar is highlighted with a red box. Below the tabs, the 'Signatory' section is highlighted with a red box, containing the following information:

Signatory	Juan Dela Cruz
TIN of Signatory	231-436-542
Title/Position of Signatory	Accountant

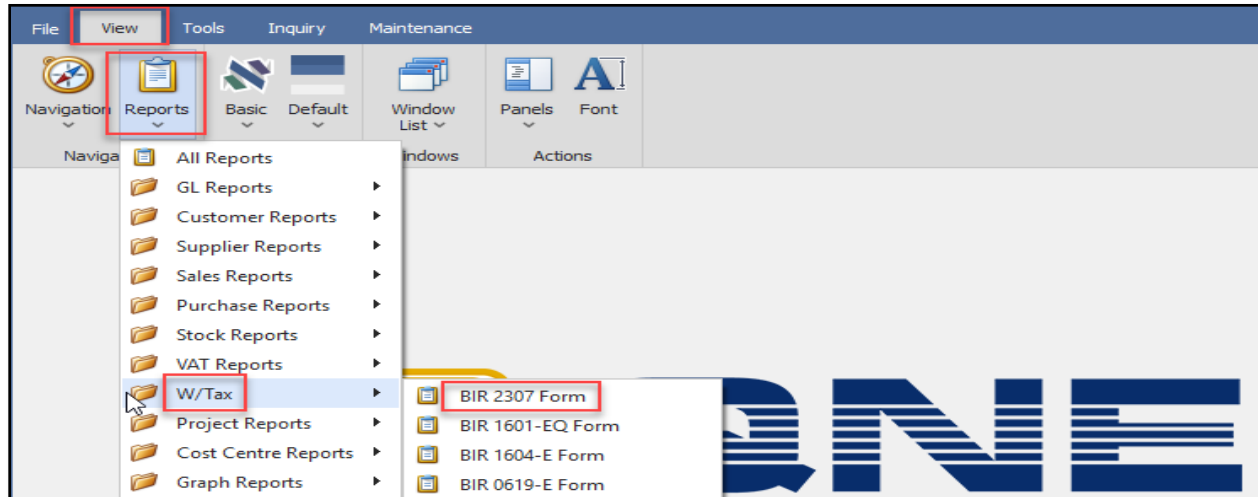
Step 3: Double-click the Digital Signature box, select where the file is located and click Open.

Note: Digital Signature should be in PNG file format so that there will be no background reflecting on the Digital Signature.




How does it Work?

Generate BIR Form (e.g. 2307).



Notice that the information from the Company Profile's BIR Info tab automatically reflects on the Payor/Representative/Tax Agent portion of the BIR 2307.

Total			233,285.72	233,285.72	4,571.07
Money Payments Subject to Withholding of Business Tax (Government & Private)					
Total			233,285.72	233,285.72	4,571.07
We declare under the penalties of perjury that this certificate has been made in good faith, verified by us, and to the best of our knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, we give our consent to the processing of our information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes.					
<div style="border: 1px solid red; padding: 5px; text-align: center;">  Juan Dela Cruz - Accountant, 231-436-542 Signature over Printed Name of Payor/Payor's Authorized Representative/Tax Agent (Indicate Title/Designation and TIN) </div>					
Tax Agent Accreditation No. / Attorneys' Roll No. (if applicable)		Date of Issue (MM/DD/YYYY)		Date of Expiry (MM/DD/YYYY)	
CONFORME:					
ALIBABA MANUFACTURING INC. - 006-225-478					
Signature over Printed Name of Payee/Payee's Authorized Representative/Tax Agent (Indicate Title/Designation and TIN)					
Tax Agent Accreditation No. /		Date of Issue		Date of Expiry	



For further concerns regarding this matter, please contact support to assist you or create a ticket thru this link <https://support.qne.com.ph>

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